

## Create Pre-Pay1 Insurance Deduction

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/7/2005	Dorie Schmeling	Draft
6/7/2005	Susan Sparks	SME review
6/20/05	Heather Hanson	Training review
6/28/05		Agency review
7/5/05	Peggy Graves	Testing review

### Purpose

Use this procedure to establish a medical deduction prior to benefits being established in Pay1. This is a two-step, optional procedure to ensure consistency in the employee's paycheck deductions.

### Trigger

Perform this procedure to manually take the medical deduction when a new employee is not yet set up in Pay1 (last minute process) or payroll is going to run before Pay1 synchronizes new employee records with HRMS.



If **no** manual adjustments are made, HRMS will **not** take any medical deductions in the **first** pay period (10<sup>th</sup>) and will take a **double** deduction in the **second** pay period (25<sup>th</sup>) to rectify the underpayment for that month.

If a manual deduction **is** created on the 10<sup>th</sup> payroll using this procedure, you must also create a manual **credit** for the same amount in the **next** payroll period (25<sup>th</sup>). When HRMS runs the next payroll, (after the employee is established in Pay1 and records are synchronized,) it will not 'see' that the medical deduction **was** taken manually and will take a double deduction to rectify the 'underpayment'. Therefore a manual credit offsets the HRMS double deduction.

### Prerequisites

- New employee is established in HRMS but not yet set up in Pay1, or.
- Pay1 will not synchronize with HRMS before payroll is run.

### Menu Path




Human Resources → Personnel Management → Administration → HR Master Data → Maintain

### Transaction Code

**PA30**

### Helpful Hints







The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields.  <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.

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**Processes :**  
**Sub-Processes :**

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Message Type	Description
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

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**File name:**  
PRE\_PAY1\_INSURANCE.DOC  
**Reference Number:**

**Version:** Testing Team Draft Script  
**Last Modified:** 2/27/2006 10:55:00 AM

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## Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

### Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique, identifying number. <b>Example: 20000514</b>

3. Click  (Enter) to validate the information.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 20000514

Name No Pay 1 Benefit

PersArea 1050 Office of Financial Mgmt EEGroup 9 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E

Actions ☒

Organizational Assignment ☒

Personal Data ☒

Addresses ☒

Planned Working Time ☒

Basic Pay ☒

Contract Elements ☒

Date Specifications ☒

Family/Related Person ☐

Period

Period

Fr. To

Today Curr.week

A11 Current month

From curr.date Last week

Up to Today Last month

Current Period Current Year

Choose


Direct selection

Infotype STy

4. Click the **Payroll** tab.

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The title bar reads "HR master data" with menu options: Edit, Goto, Extras, Utilities, Settings, System, Help. The window title is "Maintain HR Master Data". The main area displays data for Personnel no. 20000514. The "Name" field is "No Pay 1 Benefit". The "PersArea" is 1050 (Office of Financial Mgmt) and "EEGroup" is Permanent. The "PSubarea" is 0001 (Non Represented) and "EESubgroup" is 04 (Scheduled Monthly). The "Status" is Active. The "Basic Personal Data" tab is selected. On the left, a list of infotypes is shown with checkboxes: Infotype text, Basic Pay, Recurring Payments/Deductions, Additional Payments (highlighted), Cost Distribution, Bank Details, External Bank Transfers, Payroll Status, Residence Tax Area, and Work Tax Area. On the right, the "Period" section shows radio buttons for "Period", "Today", "Curr.week", "A11", "Current month", "From curr.date", "Last week", "Up to Today", "Last month", "Current Period", and "Current Year". A "Choose" button is at the bottom of the period selection. Below the infotype list, the "Direct selection" section shows "Infotype" as "Additional Payments" and "STy" as "STy".

5. Click the gray box to the left of **Additional Payments** to select.
6. Click  (Create) to create a new record.

## Create Additional Payments (0015)

Infotype Edit Goto Extras System Help


**Create Additional Payments (0015)**

Personnel No. 20000514 Name No Pay 1 Benefit

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

**Additional Payments**

Wage type ☒ 

Amount  USD


Number/unit

Date of origin 11/15/2004

Default Date

Assignment number

Reason for Change

7. In the **Wage type** field, click  (Matchcode) to open the selection list.





**Title: Create Pre-Pay1 Insurance Deduction**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

## Create Additional Payments (0015)

10. Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The health plan <b>deduction</b> for the pay period. <b>Example:</b> 12.50

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**Title:** Create Pre-Pay1 Insurance Deduction  
**Processes :**  
**Sub-Processes :**

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Field Name	R/O/C	Description
Date of origin	R	<p>A date within the pay period for the applicable pay period.</p> <p><b>Example:</b> 6/15/2005</p> <p> When choosing the <b>Date of origin</b>, enter a date within the pay period for which the check will be run.</p> <p><b>Example:</b> For payroll on the 25<sup>th</sup> of the month, enter a date between the 1<sup>st</sup> and 15<sup>th</sup> of the same month. For payroll on the 10<sup>th</sup> of the month, enter a date between the 16<sup>th</sup> and EOM (End of the previous month). This ensures that the medical deduction is taken from the correct paycheck.</p>

11. Click  (Enter) to validate the information.

12. Click  (Save) to save.

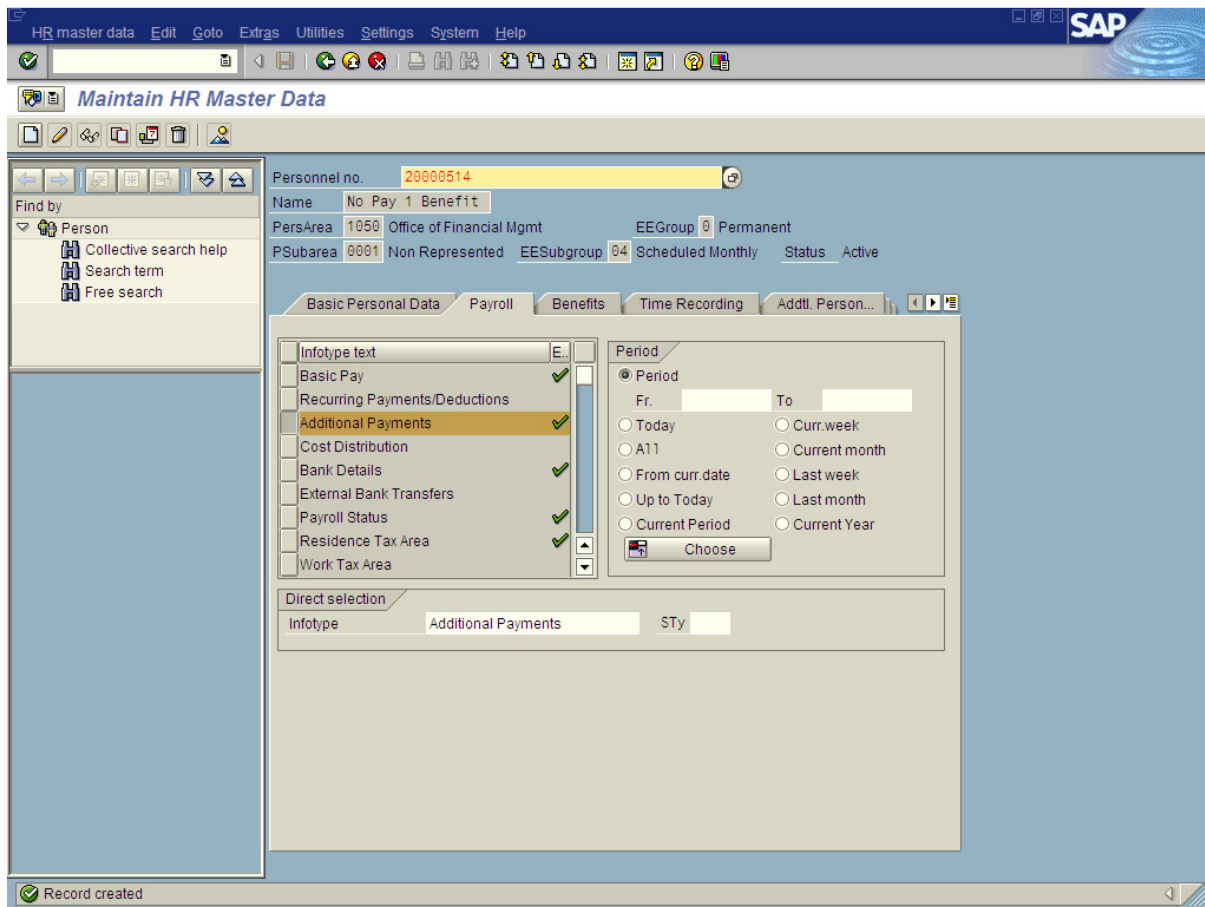
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## Maintain HR Master Data



The screenshot shows the SAP HR Master Data maintenance interface. The title bar reads "HR master data" with menu options: Edit, Goto, Extras, Utilities, Settings, System, Help. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main window is titled "Maintain HR Master Data". On the left is a "Find by" sidebar with a tree view containing "Person" and sub-items: "Collective search help", "Search term", and "Free search". The main area displays data for Personnel no. 20000514. Fields include Name (No Pay 1 Benefit), PersArea (1050 Office of Financial Mgmt), EEGroup (Permanent), PSubarea (0001 Non Represented), EESubgroup (04 Scheduled Monthly), and Status (Active). Below these are tabs: Basic Personal Data, Payroll, Benefits, Time Recording, and Addtl. Person... The "Basic Personal Data" tab is active, showing a list of infotypes with checkboxes: Infotype text (checked), Basic Pay (checked), Recurring Payments/Deductions (checked), Additional Payments (checked), Cost Distribution (checked), Bank Details (checked), External Bank Transfers (checked), Payroll Status (checked), Residence Tax Area (checked), and Work Tax Area (checked). To the right of this list is a "Period" section with radio buttons for "Period", "Today", "Curr.week", "A11", "Current month", "From curr.date", "Last week", "Up to Today", "Last month", "Current Period", and "Current Year". A "Choose" button is at the bottom of the period section. Below the infotype list is a "Direct selection" section with fields for Infotype (Additional Payments) and STy (STy). At the bottom left, a status bar shows a green checkmark and the text "Record created".

13. Click  (Create) to create a new record.

## Create Additional Payments (0015)

Infotype Edit Goto Extras System Help


**Create Additional Payments (0015)**

Personnel No. 20000514 Name No Pay 1 Benefit

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

**Additional Payments**

Wage type ☒ 

Amount USD

Number/unit

Date of origin 11/15/2004

Default Date

Assignment number


Reason for Change

14. In the **Wage type** field, click  (Matchcode) to open the selection list.




## Create Additional Payments (0015)

Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The health plan <b>credit</b> for the next pay period to adjust the double-deduction that the system will take. <b>Example:</b> -12.50
Date of origin	R	A date within the pay period for the applicable pay period. <b>Example:</b> 6/30/2005  When choosing the <b>Date of origin</b> : Medical deductions taken on the 10 <sup>th</sup> of the month payroll, apply to the 16 <sup>th</sup> through the end-of-the-previous-month pay period. Medical deductions taken on the 25 <sup>th</sup> of the month payroll, apply to the 1 <sup>st</sup> through the 15 <sup>th</sup> of the month pay period.


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17. Click  (Enter) to validate the information.

18. Click  (Save) to save.

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The title bar reads "HR master data" with menu options: Edit, Goto, Extras, Utilities, Settings, System, Help. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main window is titled "Maintain HR Master Data". On the left is a "Find by" sidebar with options: Person, Collective search help, Search term, and Free search. The main area displays data for Personnel no. 20000514. Fields include: Name (No Pay 1 Benefit), PersArea (1050 Office of Financial Mgmt), EEGroup (Permanent), PSubarea (0001 Non Represented), EESubgroup (04 Scheduled Monthly), and Status (Active). Below these are tabs: Basic Personal Data, Payroll, Benefits, Time Recording, and Addtl. Person... The "Basic Personal Data" tab is active, showing a list of infotypes with checkboxes: Infotype text (checked), Basic Pay (checked), Recurring Payments/Deductions (checked), Additional Payments (checked), Cost Distribution (checked), Bank Details (checked), External Bank Transfers (checked), Payroll Status (checked), Residence Tax Area (checked), and Work Tax Area (checked). To the right of this list is a "Period" section with radio buttons for "Period", "Today", "Curr.week", "A11", "Current month", "From curr.date", "Last week", "Up to Today", "Last month", "Current Period", and "Current Year". A "Choose" button is below. At the bottom, a "Direct selection" section shows "Infotype" as "Additional Payments" and "STy" as "STy". A status bar at the bottom left indicates "Record created".

19. Click  (Overview) for an overview of all actions associated with the 0015 infotype and to review the deduction and credit you have just scheduled.



## List Additional Payments (0015)

Infotype Edit Goto Extras System Help

**List Additional Payments (0015)**

Personnel No. 20000514 Name No Pay 1 Benefit

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Choose 01/01/1800 to 12/31/9999 Sty .

Wa...	Wage type long text	Date	C	Amount	Crcy	I	Number	Unit t...
2983	Health Adjustment Pret...	06/30/2005	A	12.50	USD		0.00	
2983	Health Adjustment Pret...	06/15/2005	A	12.50	USD		0.00	

Entry 1 of 2

20. You have completed this transaction.

### Result

You have entered a one-time insurance deduction for the next payroll and a one-time credit to adjust the double deduction that will occur in the following pay period.

### Comments